

**Administrative - Internal Use Only**

22 OCT 1981

Memorandum For: Deputy Director for Applications  
Deputy Director for Processing  
Chief, Special Projects Staff  
Chief, Administrative Staff  
Chief, Programs and Budget Group, MS

Subject : Draft ODP Instruction

STAT From : [redacted]  
[redacted] Chief, Management Staff

Attached is a draft ODP instruction that describes COTR responsibilities concerning lease, rental and maintenance procurement actions. Please provide comments and suggestions to STAT [redacted] by CCE 30 October.

[redacted]  
STAT

Att: a/s

cc : DD/ODP

A/C/ED

STAT ODP/MS/gymj1/[redacted] (22Oct1981)(ODPinstruc) [redacted] green disk) STAT

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